# The AMERICAN SHORTHAND TEACHER

Edited by John Robert Gregg

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# 135,000 Teachers and Students

Submitted tests for the various certificates and awards offered in shorthand and typewriting by the Gregg Writer during the past school year.

The Credentials Department of the Gregg Writer issued during that time 107,031 certificates in shorthand and typewriting, 7,572 special club prizes, and 1,650 expert medals for shorthand speed and transcription, besides contest prizes including silver loving cups, banners, solid gold lavallieres and watch charms, fountain pen and pencil sets, and jewelled pins awarded in the Annual O. G. A. Contest and the Teachers' Medal Test. Evidence of the growing popularity of this distinctive feature of the magazine is shown by the fact that in 1922 only 16,374 certificates were issued, while almost 110,000 certificates were issued in 1931.

A summary of the credentials offered by the Gregg Writer follows:

#### SHORTHAND CREDENTIALS

#### FIRST MILESTONE

O. G. A. Certificate (Order of Gregg Artists)

1. This is the objective in shorthand penmanship. Since the student must be trained to write good notes from the very beginning of his written work, he will have established a style and will be ready to try for the Membership Certificate as soon as he has finished the eighth lesson in the Manual. The object of the test is to establish a standard of quality and style in shorthand based on the scientific and approved principles of shorthand penmanship. The objective for first- and second-semester students. semester students.

2. The shorthand key to the current O. G. A test is given each month in the American Shorthand Teacher.

3. The Annual O. G. A. Contest announced in the December Gregg Writer is held as a further incentive for class efficiency, and is to schools in which Gregg Shorthand is taught.

#### SECOND MILESTONE

Complete Theory Certificate

Object, to test the students' knowledge of the principles of the system, and to give teachers a standardized test. This should be given after the completion of the Manual.

#### THIRD MILESTONE

Gregg Writer Transcription Tests

Junior Tests at 60, 80, 100, and 120 words 1. Junior Tests at 60, 80, 100, and 120 words a minute. This is a plan for the awarding of certificates and pins for speed and accuracy in shorthand writing and transcription. Cer-tificates are issued for the tests at 60, 80, and 100 words a minute. A gold pin is awarded

words a minute, awarded for satisfactory transcripts at the higher speeds. The medal material will be sent by the Gregg Publishing Company to the teachers requesting it.

#### FOURTH MILESTONE

Certificate of Superior Merit

A certificate for writers showing exceptional skill in shorthand writing. This is a goal for teachers.

#### TYPEWRITING CREDENTIALS

FIRST MILESTONE

Junior Membership O. A. T. Certificate (Order of Artistic Typists)

Open to any student who has completed the typewriter keyboard. Object, to develop an appreciation of neat, attractive arrangement of material.

Competent Typist Progress Certificate

A typewriting progress certificate testifying to the student's ability at a sustained speed of forty net words a minute on a practiced test of ten minutes' duration. Available to students in the first- and second-semester work.

#### SECOND MILESTONE

Senior Member O. A. T. Certificate Open to students who have acquired a speed of forty or more net words a minute. Object, to test students' ability to arrange attractively letters, tabulations, etc.

Competent Typist Pin

A Competent Typist pin in gold is the recognized testimonial of expert typing skill, and is given students who develop a speed of sixty net words a minute.

Recognizing the value of competition in the classes, special awards are made to writers of the best specimen submitted in a club of ten or more specimens received as a unit, and the names of the winners published in the Gregg Writer.

A copy of the new Credentials Booklet giving complete information about the awards, sample copies of the different certificates issued, circulars showing the emblems that are given as prizes, information about Commercial Club activities, and enough first copies of the Gregg Writer in which the tests are printed to enable teachers to work out a trial program for the use of the magazine in the classes will be mailed to teachers upon request. Be sure to give your full name and address, and the school in which you are teaching. The attractive two-color album designed to hold all the certificates won by your students and to be kept by them as a permanent achievement record will be supplied for all subscribers ordering a full-year subscription to the Gregg Writer.

### THE GREGG WRITER

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